



State of Wisconsin
Jim Doyle, Governor



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Helene Nelson, Secretary

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Civil Rights Compliance In Service Delivery Training Announcement Sessions for Calendar Year 2006

What:

Civil Rights Compliance In Service Delivery Training is intended for Agency Heads - Chief Executive Officers, Equal Opportunity Coordinators, Limited English Proficiency Coordinators and Complaint Coordinators. This training will provide a more in-depth understanding of the important roles and responsibilities that Agency Heads, Chief Executive Officers, Equal Opportunity Coordinators, Limited English Proficiency Coordinators and Complaint Coordinators have in developing and implementing an effective Civil Rights Compliance Program in their organizations. These individuals have key functions in ensuring that programs, services, and activities which are funded by Federal assistance through DHFS and DWD, are administered in a non-discriminatory manner and fully accessible to persons protected by Federal and State civil rights Laws.

What's new in 2006?

1. In Response to the training evaluations we have received over the last two years, we have re-designed the civil rights training to address core competencies we believe designated staff mentioned above should have while performing their jobs. This training will review the laws, roles and responsibilities needed by participants to engage in active discussion of case studies. More than listening, we expect participants to analyze, synthesize and apply knowledge gained during training.
2. In an effort to better help our grantees and contractors meet their civil rights requirement of receiving/attending compliance training and to reach a broader audience we are piloting the use of web broadcasting technology to broadcast the training. We will broadcast live and then make the session accessible via the Internet for the remainder of the year. The current plan is to do two in-person training sessions then hold the third session in Madison and broadcast it over the Internet.

We will provide you with more information on the training broadcast, that is currently planned to occur some time in mid-January, as soon as the arrangements are finalized.

The two in-person sessions are announced in this training bulletin.

Topics and Competencies to be covered:

- Identify Federal and State Civil Right Laws applicable to programs, services and activities funded through DWD/DHFS;
- Be able to define program, services, and activities meaning of accessibility;
- Understand intentional and unintentional discrimination prohibited under Title VI of the Civil Rights Act of 1964 and other anti-discrimination laws;
- Be able to identify the functions and responsibilities of key staff responsible for developing and implementing the organization's civil rights compliance plan;
- Understand the process of an effective complaint resolution;
- Identify and help resolve intentional and unintentional discriminatory practices through case studies.

Who should attend?

Executive Directors, Chief Executive Officers, Agency Heads, designated Equal Opportunity Coordinators, Limited English Proficiency Coordinators and Compliant Coordinators who are responsible for developing and implementing their organization's Civil Rights Compliance Plans.

When & Where?

1. **January 10, 2006** Cedar Creek Mall (class limited to 100)
10101 Market Street (Exit 185)
Mosinee, WI
2. **January 11, 2006**
Waukesha County Technical College (class limited to 100)
Richard T. Anderson Education Center
800 Main Street
Pewaukee, WI 53072
3. **Mid January 2006**
Details to follow
1 W. Wilson St., Madison
Live webcast session

Sessions 1 and 2 above will run from 8:30 to 4:30 with one hour for lunch. Lunch will be on your own; there are restaurants and cafeterias located at both sites.

Cost:

FREE! There is no cost for these sessions but space is limited.

Prerequisites:

DHFS and DWD/DWS have developed preparatory materials that will help the training team keep the training focused on compliance in service delivery. To get the full benefit of this training, we ask all participants to review the applicable laws and review/consider each case study by responding to the questions provided prior to attending the training. The class will be conducted under the assumption that participants have done the required preparation work before the training session. At the time your registration is approved, you will be provided with a link to these materials.

Bring your case study notes, as well as your questions on any civil rights compliance matters to the session.

Request for alternative format:

If you have a problem accessing the prerequisite materials and/or require information in an alternate format, please contact the persons listed below as soon as possible so we may prepare the formatted material you need on time.

How to register:

To register, please use the **DWD Campus For Wisconsin**. Use the search feature within DWD CAMPUS to locate the class. Search for "Civil Rights" (**without the quotation marks**).

- Go to the DWD CAMPUS FOR WISCONSIN to create a profile, if necessary and register. If this link is not active in the document, you may copy and paste it into the address line on your web browser.

<<http://dwdcampus.dwd.state.wi.us/dwdext/login.jsp>>

If you have not previously used the DWD CAMPUS FOR WISCONSIN, you need to complete the following steps to create your "user profile" and to register for the class.

- Click on the New User Registration link in the User Login Box.
- All staff from the same agency should use the same "company name" when completing the New User Sign Up page.
- Select a username and password when registering. **Choose a username and password that you can remember.** DWD Campus is not tied in with your local LAN so your username and password will not be changed when your local LAN username and password are updated.
- You do not need to fill in the credit card information. There is no charge to attend these training sessions.

If you have previously used the DWD CAMPUS FOR WISCONSIN, you need to log in using the user name and password you used the last time you logged into the DWD CAMPUS FOR WISCONSIN. If you cannot remember your user name or password, contact DWD help desk (608)266-7252. **Please do not create another profile.**

- If you experience problems using DWD Campus during the registration process, contact The DWD help desk (608)266-7252. Verna Ruhs will provide back-up assistance to the help desk as needed (Verna.Ruhs@dwd.state.wi.us or by telephone at (608)266-3059).

Note:

After you have completed the registration process, the CAMPUS system will automatically send you an email indicating that you are registered pending approval. A DWS class registrar, provides the approval and does this several times throughout the work day. Upon successful registration for the training you will be provided with confirmation and a link to the resources you will need to meet this prerequisite requirement. At the session you will be provided with a Participant Guide.

Questions:

If you have questions about the course, contact Bill Franks via email at, William.Franks@dwd.state.wi.us or by telephone at 608-266-6889; or David Duran at Durand@dhfs.state.wi.us or by telephone at 608-266-9372 (Voice); 1-888-701-1251 (TTY)